



RE: Biofuels Webinars

Jaclyn Harrison

to:

Michael Pomes

07/19/2012 11:32 AM

Cc:

Andrea Barbery, Jack Hwang, Whitney Bynum

Hide Details

From: Jaclyn Harrison <JHarrison@neiwpcc.org>

To: Michael Pomes/R7/USEPA/US@EPA,

Cc: Andrea Barbery/DC/USEPA/US@EPA, Jack Hwang/R3/USEPA/US@EPA, Whitney Bynum/R7/USEPA/US@EPA

Hi Michael,

Applied loosely I think they work. I am actually getting ready to e-mail the planning team now. I would change the last part on the planning team determining dates to planning team determining spacing of webinars. Dates will be chosen based on speaker availability.

From: Michael Pomes [<mailto:Pomes.Michael@epamail.epa.gov>]

Sent: Thursday, July 19, 2012 11:28 AM

To: Jaclyn Harrison

Cc: Andrea Barbery; Jack Hwang; Whitney Bynum

Subject: RE: Biofuels Webinars

Jaclyn--

I'm looking for interim dates for the Webinars to put into our Biofuels Work Plan.

Would the following dates work?

- Webinar planning team invitations go out before July 31.
-
- First Webinar planning call held by August 31.
-
- Webinars to start after October 1; planning team to determine dates when Webinars will be held.
-

Let me know if this will work.

Thanks,

Michael L. Pomes, Ph.D., L.G.

Environmental Scientist

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From: Jaclyn Harrison <JHarrison@neiwpcc.org>
To: Michael Pomes/R7/USEPA/US@EPA
Cc: Andrea Barbary/DC/USEPA/US@EPA, Jack Hwang/R3/USEPA/US@EPA, Whitney Bynum/R7/USEPA/US@EPA
Date: 07/17/2012 02:00 PM
Subject: RE: Biofuels Webinars

Hi Michael,

I am just returning to the office and got your message. To be honest, I cannot give you a time frame from the planning team call to the actual webinar. It depends on many factors and no two webinars are the same. If the EPA Biofuels Team has deadlines to meet, it would be easier for me to work around those then for me to give you a list of dates of when the webinars might occur. Since the planning team members and speakers volunteer their time, I need to work around their schedules. Sometimes it takes as little as a month to put a webinar together, sometimes it takes several months.

I just heard back from the ASTSWMO Biofuels Team on the topics selected by EPA. Although I am working with you on this project, my main priority is to support the states and I did need their feedback before proceeding. The doodle poll for the first planning team call will likely go out this week. Our first call will then likely take place early August. Depending on how our first call goes, will determine how many calls we have. Generally, I plan one webinar per call, but since the same planning team is working on four webinars, it could be as little as one call or as many as eight calls. For this group, I am hoping we will only need to have two calls. I would suggest spacing the webinars out one per month, depending on our target audience, but I am open to the planning team's thoughts on this. Once the draft agenda is in place and I have all of the speakers finalized, I send out a doodle poll to see when all of the speakers are available to hold the actual webinar. I send out the advertising e-mail and open registration approximately 3 weeks prior to the webinar.

Please let me know if you have any other questions.

Thanks,
Jaclyn

From: Michael Pomes [<mailto:Pomes.Michael@epamail.epa.gov>]
Sent: Tuesday, July 17, 2012 9:54 AM
To: Jaclyn Harrison
Cc: Andrea Barbary; Jack Hwang; Whitney Bynum
Subject: Biofuels Webinars

Jaclyn--

We're working on the EPA National UST Biofuels Team Workplan and refining time lines for the completion of tasks. With regards to the Biofuels Webinars, can you tell us when the invitations are going to be sent out to planners for the Biofuels Webinars and your best estimate on the length of time it takes from the planning team stage to holding the actual Webinar. Be sure to include any interim dates that may indicate milestones, like how much time an announcement is sent out before the Webinar.

Thanks,

Michael L. Pomes, Ph.D., L.G.
Environmental Scientist

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